



Welcome to Homeville Elementary!

Below are our arrival and dismissal procedures, designed to ensure the safety of all students. We appreciate your cooperation in following these guidelines.

MORNING DROP-OFF

(DOORS OPEN AT 8:35 AM)

- Please escort your child to the front entrance and say goodbye outside.
- Adults are not permitted inside the building during arrival.
- If you have a scheduled meeting, speak with the staff outside. They will direct you to the school security guard at the check-in desk.
- If you need to drop something off, give it to the staff member on duty.
- For office questions, call 412-466-9131 ext. 7002.

LATE DROP-OFFS

- Always bring a photo ID. You will be asked to show it and confirm your relationship to the student.
- After 9:05 AM, students must be signed in at the office.

AFTERNOON DISMISSAL

EARLY DISMISSALS

- Preferred method: Send a written note with your child for the teacher.
- For same-day changes: Call the office at 412-466-9131 ext. 7002 or email both your child's teacher and Ms. Marybeth (Millerm@wmasd.org).
- Changes are not valid until confirmed by your child's teacher, Ms. Marybeth, Mr. Yeschenko, or Mrs. Baker.
- Dismissal changes will not be accepted through voicemail. Please speak directly with a staff member.

- Verbal messages from students will not be accepted for dismissal changes.
- All dismissal changes must be received by 3:00 PM. Students cannot be signed out after 3:15 PM. due to the dismissal process.
- All students must be picked up by 4:00 PM. Homeville Elementary closes at that time, and staff are no longer available.
- Students will only be released to adults listed on the emergency contact card. A valid photo ID is required.

DISMISSAL

- Walkers and students with private transportation will be called to the lobby. They will be released once they identify their pickup adult.
- Be patient during the first few days as staff learn to match students with guardians.
- If someone new is picking up your child, send written notice to the office in advance.
- If a student does not recognize the adult picking them up, they will not be released.

Your child's safety is our top priority. Thank you for your support in helping us maintain a secure and smooth arrival and dismissal process.